

MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
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Sacramento, California 95826-9101



CAJS-J1-SP

8 September 2009

MEMORANDUM FOR Supervisors and Managers of State Civil Service and State Active Duty Service Members

SUBJECT: State Personnel Policy Memorandum 2009-12
2009 Flu Season – Guidance for Supervisors and Managers

1. The Department of Personnel Administration has issued the "2009 - Flu Season Guidance for Supervisors and Managers" regarding the H1N1 and seasonal flu viruses. This concerns all Military Department State Active Duty members and State Civil Service employees. Please read the attached document and I encourage each and every supervisor and manager to go to the referenced links in the attachment for further guidance and information.
2. DPA's memo also offered guidance on using alternative work week schedules, telework, and flextime for employees who might otherwise miss work due to H1N1 and seasonal flu viruses.
2. Please feel free to contact the State Personnel office at 916-854-3310, DSN 466-3310, if you have additional questions or concerns.

FOR THE ADJUTANT GENERAL:

Enclosure
DPA Memo 2009 Flu Season (31 Aug 09)

Jeffrey W. Magram (8 September 2009)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

DISTRIBUTION:
A, F and M

The Seal of the State of California is a circular emblem. It features a central figure, Minerva, seated and holding a grizzly bear. The text "THE GREAT SEAL OF THE STATE OF CALIFORNIA" is inscribed around the border, with "EUREKA" at the top and "CALIFORNIA" at the bottom.

31 August 2009

Look for updates on DPA's website as information develops.